



**DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE**

Winner 2000- 2008 Achievement of Excellence in Procurement Award  
National Purchasing Institute

**Jerome Noble, Director**



December 2, 2008

**Re: Bid# 09ITB12344B-BR  
DVD's, Music CD's and Other Non-Book Materials**

Dear bidders:

Attached is one (1) copy of Addendum 1, hereby made a part of the above referenced bid (ITB).

Except as provided herein, all terms and conditions in the bid referenced above remain unchanged and in full force and effect.

Sincerely,

A handwritten signature in cursive script that reads "Brian Richmond".

Brian Richmond  
Assistant Purchasing Agent

09ITB12344B-BR DVD's, Music CD's and Other Non-Book Materials  
Addendum No. 1  
Page Two

This Addendum forms a part of the contract documents and answers questions posed by interested vendors:

Page 6

Section 1 – Instructions to Bidders

Item 4a

**Question:** Please confirm that it is appropriate for us to use computer printed black or blue ink to prepare all forms with manual signatures in blue ink. **Answer:** Yes, that is acceptable

Page 11-12

Item 27A

**Question:** Is the date, company, name, full legal name and title of the person signing the bid only required for the forms that have a provided space for it? Or is the requirement for every single pages of our response to have a signature on it? **Answer:** Signatures are only needed on those pages where there is a space provided for the signature. You do not have to sign every page of the bid.

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**Question:** Base Bid Amount - For previous bids Baker & Taylor has submitted, it has been acceptable to not fill in this blank. Pricing and discounts are outlined on the Pricing Forms and vendor submissions as appropriate. Is this acceptable for these bids?

**Answer:** The base bid amount must be filled in.

**Question:** So far I have one question regarding Bid #09ITB12344B-BR, DVDs, Music CDs and other Non-Book Materials. On page 9, #17 BID Opening: It notes all bidders are requested to be present at the opening. Is it a requirement or an offer to allow bidders to come to the opening if they so choose? **Answer:** Vendors are not required to attend the bid opening.

**Question:** I am unable to determine how or what criteria is used to calculate the Base Bid Amount. Can you provide the location, within the bid, that would lead me to provide the necessary dollar figures to complete the bid? **Answer:** The base bid amount can be calculated based on the information given on page five (5) under the heading Scope of Work Summary. The base bid amount is the vendors guess at what the dollar amount the vendor will need to fulfill the contract for one year, given the prices you enter on page 97.

ACKNOWLEDGEMENT OF ADDENDUM NO. 1

The undersigned proposer acknowledges receipt of this addendum by returning one (1) copy of this form with the proposal package to the Purchasing Department, Fulton County Public Safety Building, 130 Peachtree Street, Suite 1168, Atlanta, Georgia 30303 by the ITB due date and time Tuesday, December 9, 2008, 11:00 A.M.

This is to acknowledge receipt of Addendum No. 1, \_\_\_\_\_ day of \_\_\_\_\_, 2008.

\_\_\_\_\_  
Legal Name of Bidder

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Title